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1.9
1925

INSTRUCTIONS TO FIELD ASSISTANTS IN THE
BARBERRY ERADICATION CAMPAIGN

North Dakota
1925



1. SURVEY

(a) Farm-to-Farm Survey: In this survey, cover the entire county or unit area which is assigned according to the instructions of the squad leader. The State Leader and squad leader together will decide the system of survey that will be most efficient and economical.

Survey every farmstead, site of old farmsteads, schoolhouse premises, cemetery, tree claim, grove, river bank, fence row, and any other place where bushes may be growing. Very carefully survey all properties where bushes have been eradicated for sprouts. The actual survey of the grounds where you are looking for barberry must be done on foot; automobiles are used only to travel from place to place in the field.

(b) Town and City Survey: In this survey, cover all the towns and cities in the area which has been assigned to you. Do the work on foot, walking from place to place. No bicycles, automobiles, or vehicles are permitted to be used in going from place to place in town or city surveys because there is great danger of missing bushes when the survey is not made on foot. Alleys as well as streets must be carefully surveyed. The city and country survey must overlap at least one block.

In connection with the survey, remember the fact that bushes will be found in the places where you least expect to find them. Remember that common barberries may be found growing with other shrubbery in clumps of bushes or hedges. All surveys must be thorough. Experience has proved that many bushes and crowns of old bushes cut down can be located by talking with people who reside on the premises which you survey. The property which you miss in your survey is most likely the property where bushes are growing. Every bush that you do not eradicate leaves a good source for millions of rust spores.

2. REPORT OF BARBERRIES

Just as soon as possible after finding bushes, report the same, enclosing a good sample of the find to the State Leader, Agricultural College Post Office, N. Dak., and to Dr. E. C. Stakman, University Farm, St. Paul, Minn. Make the report on sheets from the barberry survey book, No. L.

In the report be sure that the name and address of the owner are correct. Besides the name of the town, county, and State, give the township and the number of the section, and name the quarter section. On the back of this sheet show by diagram the location so that anyone may take your report and without difficulty find the property which you have reported. Also write a short description of the location of the property, for example: John E. Jones, Cass County, North Dakota, Springvale Township, southeast quarter of section 29. Bushes along main road fence, five rods north of the road and twenty rods south of the house.

In describing the location, be sure to mention some permanent land marks by which the property may be located. For instance, someone may want to locate that certain property 25 years later. Write your report of the location so that it will be a good permanent record.

In connection with the report of the location, make a report of the rust infection near the bushes and at various distances from them. Continually make notation of the rust conditions in your area. Be sure to note the earliest infection on the barberries, grains, and grasses. Likewise note the latest date of infection on the barberries, grains, and grasses. Further information will be given by the State Leader in connection with this part of the work.

3. PUBLICITY

Prepare news articles and write suggestions for different demonstrations and submit the same to the squad leader or State Leader. For information which you may desire for your stories, write to Sidney Hooper or M. W. Brown, of the Publications Department, North Dakota Agricultural College. They will gladly advise or assist you. Before releasing any article for publication have it approved by the State Leader, assistant leader, or publicity agent.

Distribute literature throughout the country, cities, and towns, using your best judgment in the distribution so that no literature will be wasted.

Place posters on sign boards and other conspicuous places all through the rural and urban districts. Be sure that the posters are well tacked so that they will not be immediately destroyed by the wind. Likewise, place in conspicuous places placards giving local information that has been approved by the State Leader or squad leader.

Discussion. Talk to the people concerning your work so that they will understand just exactly what you are doing and become interested. Especially make a point to talk with the leaders in every community. These leaders will disseminate your message all through the community and gain cooperation for our work. Always be patient with those to whom you talk, for it is part of your duty to discuss your work with the citizens of a community. When any one asks you for information about plant or

animal diseases, rotation of crops, seed, care and management of crops and animals, etc., show your interest in the subject and endeavor to give the best instructions as to where such information may be secured. Never attempt to answer any questions unless you positively are sure that your knowledge of the subject in question is correct. You will make a much better impression and gain the confidence of the people if you state where information can be obtained rather than run the risk of making incorrect statements. In that way you will gain their best cooperation and also make a good impression for yourself.

All demonstrations will be handled by a special representative or a field assistant selected by the State Leader.

4. REPORTS

Submit semimonthly reports, North Dakota Form B, for the periods 1 to 15, and 16 to 30 or 31, accompanied by your expense account.

Submit the monthly report, North Dakota Form A, for every month, no later than the fifth of the succeeding month.

Make out automobile travel statements in triplicate, one copy for the State leader's office and two copies to submit with your expense account to the Washington office.

Make out your itineraries in duplicate.

Upon finishing your assignment in a county make out Form C and mail it to the State Leader. No final settlement will be made with the field assistant until such time as the State Leader has in his possession all the required forms and the same have been approved.

Have your expense accounts signed by a notary public as per special information which you will receive.

Mail all expense accounts to the State Leader. After the accounts have been inspected and approved they will be forwarded to the Washington office.

Promptness and accurateness will mean that you will receive your expense checks much sooner than otherwise.

Address all Washington correspondence to Office of Cereal Investigations, Bureau of Plant Industry, U. S. Department of Agriculture, Washington, D. C. Address all mail for the State Leader to Box 48, Agricultural College Post Office, North Dakota.

5. SUPPLIES

Small incidental supplies urgently needed for immediate use can be purchased by the field assistants or squad leaders without the consent of the State Leader. All other supplies except gasoline, oil, and food, must be procured from Washington at the State Leader's request.

Take care of your supplies so that they will not be lost or destroyed through neglect on your part. In making out your reports be sure that you have well in mind just what you want to say so that you will not waste several report blanks.

All field assistants will be under the direct supervision of a squad leader or special assistants who will be designated by the State Leader with the approval of the Washington office. The squad leader will be responsible to the State Leader for the work of the men under him and the cleaning up of the area assigned to him. He will move about the territory assigned to his group and travel in different automobiles each week or portion of a week as he may desire, keeping in touch with all of the movements of his men, helping them plan their work, place demonstrations, make necessary talks, secure special information for the State Leader, and especially look after difficult situations, such as bushes that people refuse to remove, and escaped areas.

The State Leader must be able to reach by telephone or telegraph the squad leader any morning or evening and through him the field men. Keep the squad leader informed of your whereabouts and watch for telephone or telegraph messages, especially the latter. Let the telegraph and telephone companies know where you room and take your meals, so that there will be no delay in messages reaching you.

The State Leader must be able to locate and reach by message morning or evening any member of the squad through the squad leader, therefore be sure to inform the squad leader immediately of any change of plans.

The squad leader and the assistant leader, as well as the State Leader, will closely supervise at all times the actions and moral conduct of the men, so as to avoid criticism. (Every field assistant must be a gentleman at all times.) Any one act unbecoming a gentleman will bring severe criticism to all the members of the squad and possibly to the whole Barberry Eradication force, and may result in the termination of your appointment. Remember that every one in every community is keeping his eyes on you, and there are always people waiting for the opportunity to criticise.

The State Leader will furnish the squad leader with directions for his work.

